



**Solicitation Information
28 June 04**

LOI # B03992

Title: Substance Abuse Testing and Treatment

Submission Deadline: 28 July 04 @ 1:40 PM (EDT)

Pre-Submission Conference: NO

Questions concerning this solicitation may be e-mailed, in **Microsoft Word** format, to the Division of Purchases at questions@purchasing.state.ri.us no later than **12 July 04 @ 12:00 Noon** (EDT). Please reference the LOI # on all correspondence. Answers to questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information. For computer technical assistance, call the Helpline at 401 222-2142, ext 134

SURETY REQUIRED: No

BOND REQUIRED: No

**Jerome D. Moynihan, C.P.M., CPPO
Administrator of Purchasing Systems**

Vendors must register on-line at the State Purchasing Website at www.purchasing.state.ri.us.

NOTE TO VENDORS:

Offers that are not accompanied by a completed and signed Bidder Certification Cover Form may be subject to disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

This is a Letter of Interest, not an Invitation for Bid: responses will be evaluated on the basis of the relative merits of the criteria listed in this solicitation; there will be no public opening and reading of responses received by the Office of Purchases pursuant to this Request, other than to name those offerors who have submitted proposals.

INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:

- Potential offerors are advised to review all sections of this Request carefully, and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
- Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this Request will be rejected as being non-responsive.
- All costs associated with developing or submitting a proposal in response to this Request, or to provide oral or written clarification of its content, shall be borne by the offeror. The State assumes no responsibility for these costs.
- Proposals are considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
- All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.
- Proposals misdirected to other State locations or which are otherwise not present in the Office of Purchases at the time of opening for any cause will be determined to be late and will not be considered. **For the purposes of this requirement, the official time and date shall be that of the time clock in the reception area of the Office of Purchases.**
- It is intended that an award pursuant to this Request will be made to a prime contractor, who will assume responsibility for all aspects of the work. Joint venture and cooperative proposals will not be considered, but subcontracts are permitted, provided that their use is clearly indicated in the offeror's proposal, and the subcontractor(s) proposed to be used are identified in the proposal.
- Offerors are advised that all materials submitted to the State for consideration in response to this Request for Proposals will be considered to be Public Records as defined in Title 38 Chapter 2 of the Rhode Island General Laws, without exception, and will be released for inspection immediately upon request once an award has been made.
- In accordance with Title 7, Chapter 1.1 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, shall have the right to transact business in the state *until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401 222-3040)*. This is a requirement only of the selected vendor (s).

A. EXECUTIVE SUMMARY

The Rhode Island Department of Corrections is requesting letters of interest from qualified vendors to provide comprehensive substance abuse testing and treatment for offenders being supervised under community supervision by the Department's Division of Rehabilitative Services.

The Department of Corrections is willing to spend up to \$250,000 for a twelve-month contract. Interested vendors will not bid on a price, but will present a letter of interest that will meet the needs of this project within the parameters outlined in the Scope of Work section.

The current contract for this project expires on September 14, 2004. The proposed contract term for this project is from **September 15, 2004 to September 30, 2005**. The Department will expect no lapse in services from the vendor awarded this contract. The contract is renewable, at the discretion of the State, for up to two additional annual terms.

Vendors with minority representation are encouraged to apply, including individuals with fluency in Spanish.

B. BACKGROUND:

The Rhode Island Department of Corrections' Division of Rehabilitative Services Probation and Parole Unit has jurisdiction over approximately 27,000 individuals, with roughly 12,000 under active supervision. Of that number, there are approximately 460 men and women currently being supervised on parole. The Department's Division of Rehabilitative Services also oversees the Community Confinement program, which is comprised of approximately 250 individuals.

Offenders on parole and community confinement are the two primary offender populations that this project seeks to target for substance abuse testing, education and treatment. With respect to the substance abuse testing and treatment for offenders on parole, all procedures must be consistent with the Department's policy entitled "Substance Abuse Testing, Sanctions and Treatment of Parolees," Policy Number 9.36-2 PDP (attached), which is in compliance with federal drug testing guidelines.

The general purpose of the substance abuse testing and treatment program for offenders under community supervision will be to establish a comprehensive program that includes drug testing, drug education, out-patient and in-patient treatment for all offenders identified as needing such services. Services will be available for those who have a history of substance abuse as well as those who, during the term of their supervision on parole, utilize illegal drugs. Since the Department has a zero tolerance for substance abuse among individuals under its supervision, the Department seeks to provide a comprehensive program which will deal with substance abusers in an effective manner.

C. SCOPE OF WORK

The vendor will develop and implement a comprehensive substance abuse testing and treatment program for offenders under community supervision by the Department of Corrections' Division of Rehabilitative Services.

The vendor will be required to provide comprehensive testing to include random, for cause and mandatory urine testing (in addition to the testing of offenders in substance abuse treatment programs). All offenders must be tested as directed by the Department.

All tests will be conducted in conformance with the Department's overall policy of zero tolerance for drug use by offenders under supervision by the Department. Individuals who are found positive for the use of illegal substances will be reported to the Department. The Department will impose a variety of interventions, including a number of treatment options as well as sanctions which will include modification to the offenders' community supervision requirements.

The vendor will be required to provide a range of treatment options to be available to the Department, ranging from educational programs to out-patient services and in-patient treatment care. Substance abuse counseling and support will be provided for offenders who are deemed in need of such services by the Department.

The selected vendor must provide, at a minimum, the following services:

TESTING

- 1) The vendor will develop and coordinate a comprehensive drug-testing program that will include regular and frequent substance abuse testing of offenders under community supervision. Parolees will be tested in compliance with the standards established in the Department's Policy #9.36-2 PBP.
- 2) The vendor will test all urine specimens for alcohol and the following illegal substances: barbiturates; benzodiazepines; marijuana (THC); cocaine; and opiates. Also, the vendor must be capable of testing certain specimens for other illegal substances (e.g. ecstasy) as requested by the Department for an additional, negotiated reimbursement rate.
- 3) In cases where an offender's urine specimen is determined to be positive (including presumed positives based upon diluted samples), and the offender challenges the results, the vendor will perform or arrange for the performance of a confirmation testing using the Gas Chromatic Mass Spectrometer (GCMS). The cost of the confirmatory tests will be the responsibility of the offender.
- 4) The vendor will maintain a comprehensive log of the urine-testing program using an automated spreadsheet provided by the Department. The vendor will maintain both negative and positive test findings for all offender specimens. The vendor will also maintain records on all offenders who fail to comply with scheduled testing dates as well as those offenders who dilute a sample or otherwise attempt to interfere with the drug testing process.

EDUCATION AND TREATMENT

- 5) The vendor will provide an educational program that is available to all offenders under community supervision. The vendor will provide quarterly reports describing the educational program initiatives and offender participation. This program is expected to be comprised of group orientations to substance abuse and treatment issues, and associated criminal thinking and behavior. Groups shall be offered at least monthly, and in at least two different communities within Rhode Island over time.
- 6) The vendor will develop an out-patient substance abuse program consisting of individual and/or group counseling that will provide substance abuse counseling and support for offenders under community supervision who: are deemed in need of such services by the Department; have a history of substance abuse; and/or have been placed under provisional release subject to participation in a substance abuse program. Offenders who do not succeed in the out-patient treatment component will be reported immediately to the Department. The vendor will record the performance of the out-patient substance abuse treatment program in the monthly reports prepared for the Department. These reports will include detailed information about the number of offenders referred for out-patient treatment, the numbers and percentages of successful completions of the program and the numbers and percentages of negative terminations and reasons for such.
- 7) The vendor will provide in-patient substance abuse treatment services for those offenders for whom out-patient services are not appropriate. Offenders will be provided those in-patient services for a period of time determined by the Department in consultation with the vendor. Offenders who do not succeed in the in-patient treatment component will be reported immediately to the Department. The vendor will record the performance of the in-patient substance abuse treatment program in the monthly reports prepared for the Department. These reports will include detailed information about the number of offenders referred for in-patient treatment, the numbers and percentages of successful completions of the program and the numbers and percentages of negative terminations and reasons for such.
- 8) The vendor will coordinate discharge planning with the Department for offenders who are transitioning from in-patient treatment programs back into the community.

PSYCHIATRIC EVALUATION AND MONITORING

- 9) On occasion, an offender who has been referred for drug testing and/or treatment through the usual avenues associated with this contract may be known or suspected to have a significant untreated mental illness that would interfere substantially with the ability to benefit from drug treatment. Upon referral or approval from RIDOC, the contractor shall have the capacity, on a limited basis, to provide in-house or arrange through cooperative relationships with other agencies for a psychiatric evaluation and (if appropriate) follow-up psychiatric visits for monitoring of medication and/or other mental health treatment. Such evaluation and treatment shall be closely coordinated with any and all drug testing and/or treatment.

DATA MAINTENANCE AND REPORTS:

- 10) The vendor will maintain a comprehensive log of the urine-testing program *using automated spreadsheets provided by the Department*. The vendor will report (via email) both negative and positive test findings for all offender specimens on a monthly basis to the Planning and Research Unit. One file will contain urinalysis data for all offenders tested during a given month; the other file will contain **only those offenders who tested positive** for substance abuse during the given month.
- 11) The vendor will report on all offenders who fail to comply with scheduled testing dates. Immediate notification (telephone, email, or fax) shall be made to the DOC Parole Unit, to the assigned Parole Officer when known. In addition, the vendor must record and report the event monthly using the automated spreadsheet provided by the Department.
- 12) The vendor will report on all offenders who dilute urinalysis samples or otherwise attempt to interfere with the drug testing process. The vendor must record and report these events monthly using the automated spreadsheet provided by the Department.
- 13) The vendor will provide monthly reports to the Probation and Parole Unit summarizing urinalysis statistics that attest to the performance of the substance abuse testing system for offenders under community supervision. These monthly reports will be comprised of three sections: Urinalysis, Treatment and Education. Each report will reflect information for the given month.

At a minimum, these reports will include the information defined below:

- The URINALYSIS section of the monthly report will include:
 - (1) the total number of specimens tested;
 - (2) the number of *offenders* tested;
 - (3) the numbers and percentages of mandatory, random and treatment tests performed;
 - (4) the numbers and percentages of positive test results (both aggregate and by substance).
 - The TREATMENT section of the monthly report will include:
 - (1) the total number of offenders enrolled in in-patient and out-patient treatment programs;
 - (2) the total number of completed assessments;
 - (3) the numbers and percentages of “successful completions” of the programs;
 - (4) the numbers and percentages of “negative terminations” from the programs;
 - (5) the numbers and percentages of “reasons for failure” from a program (e.g. lack of attendance, return to the ACI, positive urine test, etc.).
 - The EDUCATION section of the monthly report will detail the educational program initiatives and offender participation in educational sessions.
- 14) The contractor will aggregate the monthly data reports (as defined above) and provide an annual summary report to the Probation and Parole Unit.

- 15) The vendor agrees to cooperate with the Department on any research initiatives relating to this project.

D. SAMPLE STATISTICS

This section is intended to provide interested vendors with an overview of how the Department expects to have funds allocated among the various services included in this project. *This information should serve as a reference only.* The Department will work in consultation with the selected vendor to more clearly define how funds should be allocated to different services, based on the needs of the offender population at the time.

Urinalysis Testing: The average number of specimen collections, per month, during Calendar Year 2002 was 194; in Calendar Year 2003 the average, per month, was 125.

The information below is precisely how funds were allocated for the month of March 2004. Prospective vendors should expect that allocation of the various categories of service can and does vary considerably over time.

Urinalysis Testing (total tests):	145
Substance Abuse Assessments:	43
Residential Treatment (total <u>days</u>):	66
Individual Counseling (total <u>offenders</u>):	4
Education Group (total <u>offenders</u>):	89
Outpatient Group (total offenders):	6

E. PRE-SUBMISSION QUESTIONS

Questions concerning this solicitation may be e-mailed to the Division of Purchases at questions@purchasing.state.ri.us no later than the date/time shown on the front page of this solicitation. Please reference the LOI # on all correspondence. Answers to questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information. For computer technical assistance, call the help line at 401-222-2142, ext. 134.

F. LETTER OF INTEREST SUBMISSION

Interested offerors may submit letter of interest to provide the services covered by this Request on or before the date/time shown on the front page of this solicitation. For the purpose of this solicitation, the official time clock is in the Division of Purchases Reception Area. Proposals received after this time and date will not be considered.

Responses (**an original plus five (5) copies**) should be mailed or hand-delivered in a sealed envelope, marked **LOI# <# as shown on the front page of this solicitation> - Substance Abuse Testing and Treatment** to:

By Courier:

RI Department of Administration
Division of Purchases, 2nd floor
One Capitol Hill
Providence, RI 02908-5855

By Mail:

R.I. Department of Administration
Division of Purchases
P.O. Box 6528
Providence, RI 02940-6528

NOTE: Proposals received after the above-referenced due date and time will not be considered. Proposals misdirected to other State locations or which are otherwise not presented in the Division of Purchases by the scheduled due date and time will be determined to be late and will not be considered. Proposals faxed, or emailed, to the Division of Purchases will not be considered.

Responses must include the following:

- 1) A completed and signed R.I.V.I.P. Generated bidder certification cover form (downloaded from the R.I. Division of Purchases Internet home page at <http://www.purchasing.state.ri.us>);
- 2) Agency qualifications and capability: Information sufficient to demonstrate agency qualifications and capability to provide each of the services described.
- 3) Staff qualifications: Identify appropriate academic and professional degrees, licenses and/or certificates, as well as other evidence of learned skills for key staff (note: proof of such credentials will be required prior to the establishment of a contract);
- 4) Performance History: Description of similar services undertaken and/or similar clients served. The offeror should list a contact person (Name, Title, Address, Telephone) for each listed service provided by contract another organization, and/or provide other means by which RIDOC can assess from sources outside of the offeror the quality of the service provided;
- 5) Statement of cost per unit of service for each of the three potential annual cycles; if a single cost per unit is provided, it will be assumed that this is the rate for all three years. The rates are to be all-inclusive ;no additional funds will be provided to the selected vendor(s) to cover travel, etc. **Please enter the costs per unit of service in the chart provided on the last page of this solicitation.**
- 6) A completed and signed W-9 (taxpayer certification), downloadable from www.purchasing.ri.gov

G. EVALUATION AND SELECTION

The State will commission a Technical Review Committee, which will evaluate and score all proposals, using the following criteria:

Criteria	Possible Points
Agency Qualifications and Capability	15
Staff Qualifications	15
Performance History	
In-patient Services	10
Out-patient Services/ Individual + Group	10
Substance Abuse Evaluations	10
Substance Abuse Testing	10
Educational Programming	5
Psychiatric Service Component	5
MBE (Minority Business Enterprise)	5
Cost Proposal (calculated as this cost proposal divided by the lowest cost proposal times 40)	40
Total Possible Points	125 Points

Notwithstanding the foregoing, the State reserves the right to award on the basis of cost alone, accept or reject any or all bids and to act in its best interest.

COST PROPOSAL SUMMARY

Offeror: _____

Address: _____

Taxpayer ID#: _____

Authorized Agent: _____

Title: _____

Signature of Authorized Agent: _____

Date: _____ Telephone: _____

E-mail: _____ Fax: _____

Substance abuse testing for each collected specimen. [List separate rates for specialized testing, if rates vary]			
In-patient treatment service per offender per day.			
Out-patient treatment service per offender per event/ Individual Counseling.			
Out-patient treatment service per offender per event/ Group Counseling.			
Educational class per session.			
Substance abuse assessment per offender.			
Psychiatric assessment per offender.			
Psychiatric medication and monitoring follow-up, per visit.			